

<b>POLICY OF</b>	<b>POLICY NUMBER</b>	<b>PAGE NUMBER</b>
<b>STATE OF DELAWARE</b>	C-07	1 OF 1
<b>DEPARTMENT OF CORRECTION</b>	<b>RELATED NCCHC/ACA STANDARDS:</b> P-C-07/4-4412 (IMPORTANT)	
<b>CHAPTER: 11 HEALTH SERVICES</b>	<b>SUBJECT: STAFFING LEVELS</b>	
<b>APPROVED BY THE COMMISSIONER:</b>		
<b>EFFECTIVE DATE: 11-19-07</b>		

**PURPOSE:**

Health Services staffing is developed to meet basic health needs of population with the medical vendor.

**PROCEDURES:**

1. The site Health Services Administrator (and other pertinent staff member) identifies the classification and number of staff based on the basic health needs of the population. This information is transmitted to the vendor's central office staff. The vendor administrative staff are responsible for forwarding their information to the Office of Health Services.
2. Activities such as medication administration, sick call and segregation visits are considered when developing the staffing plan.
3. Medical, nursing, dental and mental health needs are considered when developing the staffing plan.
4. The staffing plan is reviewed and revised by the site Health Service Administrator and/or other team member at least annually and more often as indicated. This review will also take place at the central administration level.
5. Quality improvement studies assess the staffing capabilities to meet the basic health.
6. The staffing plan is a written document.

References:

National Commission on Correctional Health Care: Standards for Health Services in Jails, 2003, J-C-07

American Correctional Association: 3<sup>rd</sup> Edition with 2002 Supplements ALDF, 3-ALDF-4E-11 and 4E-14